

ROWAN COLLEGE AT BURLINGTON COUNTY

**BOARD OF TRUSTEES
REGULAR PUBLIC MEETING**

Tues., March 31, 2020

By WebEx

**Host: Mount Laurel Campus, Student Success Center
Executive Conference Room 138
1500 College Circle
Mount Laurel, New Jersey**

MINUTES

CALL TO ORDER

Board of Trustees Chair George Nyikita welcomed everyone in attendance and called the meeting to order at 5:35PM.

FLAG SALUTE

The meeting was opened with the Flag Salute by all in attendance.

ROLL CALL

Board Present: Mr. James Anderson, Dr. James Kerfoot, Ms. Renee Liciaga, Mr. Dorion Morgan, Mr. George Nyikita, Mr. Gino Pasqualone, Mr. Mickey Quinn

Board Absent: Mr. Kevin Brown, Ms. Jamie Martin, Mr. Daryl Minus-Vincent, Ms. Jillian Volpe (Alumni Trustee)

RCBC Present: Dr. Michael A. Cioce (President and Board Secretary), Dr. Karen Archambault, Mr. Thomas Czerniecki, Ms. Lindsey Daniello, Mr. Dan Egan, Mr. Matthew Farr, Dr. Martin Hoffman, Ms. Rosemary Kelleher, Mr. Mark Meara, Ms. Anna Payanzo Cotton, Dr. Elizabeth Price, Dr. Anita Rudman, Ms. Michelle Russell, Ms. June Sernak, Dr. David Spang, Dr. Edem Tetteh, Ms. Donna Vandergrift, Mr. Greg Volpe, Mr. William Whitfield, Ms. Kelly Grant (Board Solicitor) and Ms. Lynne Marie Devericks (Board Recorder)

Special Guests: RCBC Foundation Board: Ms. Karen Albanese, Mr. Phil Corradino, Ms. Mary Ann Lacey-Gray, Ms. Danielle Lucas

Other: There were ten (10) callers on the Webex who were not identified.

PUBLIC ANNOUNCEMENT

Ms. Lynne Marie Devericks read the following statement: “In compliance with the Open Public Meetings Act, the Board passed a resolution on November 12, 2019, which was amended by public notices released on February 20, 2020, and on March 28, 2020, setting forth the date, time, and location of regular meetings of the Board of Trustees, which resolution was, within seven days of passage, posted on the College Web site, sent to *The Burlington County Times*, *The Courier-Post*, *The Trenton Times*, and the Burlington County Clerk.”

Following the public announcement, Chair Nyikita noted that our world changed significantly since our last Board Meeting and he asked Trustee and Pastor Dorion Morgan to lead the group in prayer. We thank him for delivering the prayer on behalf of the College community and Trustees.

MINUTES

Chair George Nyikita requested a motion to approve the minutes of the Regular Board Meeting on February 18, 2020, as submitted. The motion was made by Trustee Mickey Quinn, with a second by Trustee Dorion Morgan, and a unanimous vote in favor. There were no questions or comments and the minutes were approved as written.

REPORTS

1. President’s Report:

- The President’s Report was presented in written form to the Board, which included news and events from February 18, 2020 through March 31, 2020.
- The On-Campus Crime and Fire Incident Report prepared by Captain Edmund Johnson and reviewed by Public Safety Director Andrew Eaton was presented in written form to the Board for the period February 11, 2020 to March 25, 2020.
- President Michael Cioce thanked the Board for their support the last few weeks, as it has been a transition since approximately March 11, 2020, and things have been moving more rapidly than anticipated. Dr. Cioce called a meeting with the Cabinet and Senior Leadership Teams on March 12, 2020, with faculty and students as constituent groups, to discuss a transition plan. Some four-year institutions had begun closing and sending students off campus. By Monday, March 16, 2020, the College had transitioned all classes to a virtual delivery method. There are so many people to thank for the step-up that has taken place in such a short time.
- President Cioce made the following announcements in addition to the written reports provided in the Board packet:

1) President Cioce recognized Mrs. Danielle Lucas, the outgoing RCBC Foundation Board of Trustees Chair, with a proclamation. The RCBC Foundation serves as the College’s 501

(c) (3) charitable arm for scholarships that partners with the College and they have a separate Board of Trustees. Dr. Cioce spoke to Mrs. Lucas's contributions to the Foundation Board, as well as to those of other members of the Foundation Board and the Committees, especially during the absence of a Director. President Cioce thanked Danielle Lucas for her leadership and tireless work as the RCBC Foundation Chair for the last year and a half and her service as a Foundation Trustee for seven years. He proceeded with reading the proclamation, which will be mailed to her.

Mrs. Lucas thanked President Cioce for his leadership, guidance and friendship. She also thanked the Executive Committee and she is excited to see how the group moves forward under Karen Albanese's leadership. Mrs. Lucas thanked all of the Foundation Trustees and she looks forward to continuing to work with everyone.

Dr. Cioce thanked the Board of indulging him while he recognized Danielle's service.

2) President Cioce provided an update regarding Covid-19. The Academic Deans were all vital and instrumental in shepherding their faculty and 600+ adjuncts who are teaching at the College this term. In Fall 2019, thousands of students registered for face-to-face classes scheduled for Spring 2020 and seven weeks into the spring semester, every student was notified we are going online. It comes as quite a shock. He sincerely thanked all faculty and every facet of the staff, and the facilities teams for sanitizing the campus. The week of March 16th, the College went to limited hours, which was then drastically reduced as a result of the Governor's, CDC's and County Department of Health's messaging. We have been successful with social distancing and minimizing the need for anyone to be on campus. Public Safety officers and Cabinet members have been successful in enforcing this. Mail, transcripts, and items requiring wet signatures are continuing to be addressed.

3) President Cioce updated the full Board on the Middle States Monitoring Report visit, which took place on Thursday, March 19, 2020, via Webex. Chair Nyikita, Trustees Kerfoot, Liciaga and Morgan met virtually with the Middle States team. All meetings with the Middle States Team took place virtually that day. Middle States had their oral outbriefing on Monday, March 23, 2020, and they made a recommendation to us on both standards, as well as the requirement of affiliation, that their recommendation to the Commission will be a complete return to compliance. Dr. Anita Rudman and the Steering Committee did a great deal of work over the last 18 months. There are aspects of what Middle States revealed to us that provide opportunity for continuous improvement at the College. President Cioce is thoroughly pleased with the step up that took place to put us in a better position from a year ago. Without the Trustees' support and the College staff, the outcome would have been drastically different. Dr. Cioce applauded Dr. Rudman and the Steering Committee for their contributions. Moving forward, the official report from the Visiting Team will go to the full Commission in June 2020. Once we hear from them, we will apprise the Board.

President Cioce added that an item vital to Standard 6 was the problem with fiscal planning, resources and long-term viability of RCBC. Mr. Thomas Czerniecki, Senior Vice President

of Administration and Operations, his team, Institutional Research staff and Dr. Karen Archambault, Vice President of Enrollment Management and Student Success, developed an extremely robust financial model that included enrollment projections. Bearing in mind that we were not anticipating a world with a virus that would move us to the Cloud, Dr. Cioce has faith in the methodology that was employed in the model. We have three years of data that we have projected and forecasted that ties to every aspect of our institution's revenue streams. Even with the uncertainty, the College is in a better position because of this planning. The Finance Facilities portion of the meeting has aspects tied to the Fiscal 2021 budget, as well as the tuition increase that we have anticipated.

4) On events, President Cioce announced that on Wednesdays the College is holding weekly Town Halls on Facebook Live. Two weeks ago, one of our very accomplished adjuncts in the medical field, Dr. Helene Paxton, who teaches Microbiology, and Anatomy and Physiology at RCBC, joined him to shed light on the pandemic through the lens of a seasoned epidemiologist. For nearly 25 years, Dr. Paxton's company, BioGuidance, has provided consulting to help the healthcare industry prevent infectious diseases. She recently published, "Making the Case for a Hands-Free, Fogging Disinfectant", on LinkedIn and she brings 40+ years of medical experience to the table. The Town Hall was recorded and is available on Facebook Live. Last week, two members from Enrollment Management and Student Success in student support services and counseling on the mental health aspect, Ms. Donna Kaklamanos and Ms. Wendy Moluf, participated. Tomorrow, April 1, 2020, two RCBC Nursing students, in concert with the Burlington County Health Department and Dr. Karen Montalto, RCBC's Dean of Health Sciences, who served the need for volunteers at a testing center in Burlington County. Over 80 of RCBC's Nursing and Health Sciences students volunteered. Despite having to do all of their coursework online, they are still finding time to contribute and be vital members of our community. Two students will talk tomorrow about their transition to online classes and their experiences with volunteering. President Cioce has been receiving approximately 100 questions live and after the fact. Please visit the resources page, www.rcbc.edu/resources, which is made available to keep on top of the constantly changing environment that we find ourselves in.

Lastly, there is no April 2020 Board Meeting scheduled. The next meeting of the Board is scheduled to take place on May 19, 2020.

Dr. Cioce invited questions on his report and there were none. Chair Nyikita added that it has been remarkable, in his view, how everyone has responded at the College and supported students, staff and the safety of the public. In a crisis like this, it is important to be flexible and adaptable, and we have shown that we are both while maintaining the quality at the College.

This concluded the President's Report.

2. Board Reports

A. Finance/Facilities Committee: Chair George Nyikita reported:

Chair Nyikita announced that the Finance/Facilities Committee met on Tues., March 24, 2020, and the Committee discussed various items.

The Chair asked Mr. Tom Czerniecki to provide a budget recap as a reminder of what we will see in the coming fiscal year. Mr. Czerniecki indicated we built a budget that was based on realistic projections, or were realistic about three weeks ago. We anticipated a decline in enrollment just to be conservative of about 3%, which was then adjusted to 4%. We also proceeded very conservatively in terms of state aid and other sources of revenue. The budget they constructed calls for a requirement of \$48.4 million in total revenue. On the tuition and fee side, we are requiring \$35.8 million of the \$48.4. Year-over-year, it is an increase of less than 2%. The problem comes into play when we build in projected declines in enrollment.

On the expense side, the program for the coming year calls for \$44.4 million. The difference between the revenue and expenses goes to service debt. On the expenses side, the general operating (salaries, benefits, contractual agreements, facilities, etc.) increase year-over-year is less than 1%. It is an austere budget in many respects; however, we can't get away from the fact that debt service is a factor. That represents our largest increase in expenditures by approximately 15%. Mr. Czerniecki noted this was planned and we knew it was coming. The County worked very closely with the College to refinance the debt and put us on a stable path. The good news: this year's increase in debt service appropriation represents much of last year's increases with some slight variances.

In summary, what we are calling for in terms of total revenue from tuition and fees is less than 2%. Our overall expenditures, not counting debt, is less than 1%. Unfortunately, the decline in enrollment and the increase in debt does require us to increase tuition and fees. We have proposed a \$2 per credit increase in in-county tuition and a \$10 increase in overall fees in the aggregate. On the fees, a new law passed this year, which requires more extensive accounting of the different fee categories. The Board was not provided an itemization of the different fees, which is still being worked out, but the resolution calls for an aggregate increase not to exceed \$10.00. For out-of-county and out-of-state, the tuition proposal is \$3 per credit increase and \$10 for fees. Mr. Czerniecki invited questions. Trustee Renee Liciaga asked when the increased tuition becomes effective. Mr. Czerniecki indicated July 1, 2020.

This concluded the Board Finance and Facilities Report. Chair Nyikita proceeded with a review of Tabs 1 through 5 for the Board's consideration:

Finance/Facilities Committee Action (Resolution(s) for Approval)

- Tab #1:** Resolution #2020-091-01, A Resolution to approve and ratify requested business-related travel.
- Tab #2:** Resolution #2020-091-02, A Resolution to approve and ratify contracts.
- Tab #3:** Resolution #2020-091-03, The Board of Trustees acknowledges receipt and authorizes the filing with the State of the annual financial audit of the College for fiscal year 2019
- Tab #4:** Resolution #2020-091-04, A Resolution to approve the adoption of the operating budget and increase in tuition and fees for fiscal year 2021
- Tab #5:** Resolution #2020-091-05, A Resolution to approve the capital construction project list for Chapter 12 funding for fiscal year 2020 in the amount of \$5,450,000.00 (Ch. 12 funding is being used to reduce debt-service from Transition project).

Chair Nyikita requested a motion to move Tabs 1 through 5, as recommended by the Finance/Facilities Committee. With a motion by Trustee Jim Anderson and a second by Trustee Mickey Quinn, the Board approved Tabs 1 through 5, with all in favor and none opposed.

The Chair invited questions. President Cioce added that the Fiscal 2019 Audit that was just voted on was perfect. There were no findings or management letters and he credited Ms. Julie Ritter and Mr. Czerniecki's team on ensuring that we had a crystal clean audit.

There were no further questions and this concluded the Finance/Facilities Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
MARCH 31, 2020**

RESOLUTION #2020-091-01

TO APPROVE AND RATIFY REQUESTED BUSINESS RELATED TRAVEL

APPROVE

1) Grant-Funded Travel

None

2) Operational

None

RATIFICATION

1) Grant-Funded Travel

None

2) Operational

None

REIMBURSEMENT

Mark Meara, CIO – 01/08/20 – 01/10/20
NJ Edge Conference
Long Branch, NJ - \$65.10 due employee

Heather Conger, Director of Athletics – 02/18/20 – 02/20/20
Region XIX Winter Meeting
Bethlehem, PA - \$148.47

Pamela Evans, Radiography – 02/04/20 – 02/08/20
ACERT Conference
Las Vegas, NV - \$234.99

Buffy Stolte, Radiography – 02/04/20 – 02/08/20
ACERT Conference
Las Vegas, NV - \$93.88

Joseph Rizzo, Criminal Justice Instructor – 01/10/20 – 01/14/20
American Correctional Association Winter Conference
San Diego, CA - \$210.45

Brandon Chapman, Instructor/Program Coordinator of Sociology and Anthropology – 02/27/20
Attended and presented research paper at the Eastern Sociological Society's 90th Annual Mtg
Philadelphia, PA - \$107.44

Dr. Martin A. Hoffman, Sr., Dean of Learning Resources – 02/09/20 – 02/12/20
Instructional Technology Council Annual Board of Directors Business Meeting and Annual
Conference – e-learning
Charleston, SC - \$204.97

*******CERTIFICATION OF THE SECRETARY*******

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, March 31, 2020** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								11

Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
March 31, 2020**

RESOLUTION #2020-091-02

TO APPROVE AND RATIFY AGREEMENTS AND CONTRACTS

FOR APPROVAL:

To approve a contract between Rowan College at Burlington County and Patterson Dental Supply, 23 Creek Circle, Suite 300, Boothwyn, PA, 19061, for Eaglesoft software training, for clinicals in Dental Hygiene, in the amount of \$400.00.

To approve a contract between Rowan College at Burlington County and Verizon Wireless, located at 221 Tilton Road, Northfield, NJ, 08225, for a Custom State of New Jersey Local Calling Share Plan, for the Public Safety Department, for one (1) year, in the amount of \$239.88.

To approve a renewal agreement between Rowan College at Burlington County and EBSCO Industries, Inc., located at P.O. Box 204661, Dallas, TX 75320, for online resources EBSCO Host, a long-time online database for the College Library in the of \$23,061.86.

To approve Summer 2020 Professional Service Agreement between Rowan College at Burlington County, and Galdan Enterprises, LLC, dba Connection School of Real Estate, 8 New Castle Drive, Southampton, NJ, 08088, for WDI, in an amount of \$4,500.00.

To approve the second amendment to the contract with Follett Higher Education Group for the All-Access Program, for the bookstore and to provide additional services to the campus community.

To approve a contract with Rickes Associates of Attleboro, Massachusetts, for professional services in the amount of \$17,300.00 for an instructional space utilization and scheduling study for Rowan College at Burlington County, Mount Laurel campus.

To approve an Educational Sponsorship and Clinical Affiliation Agreement with RCBC/Virtua Health and Hackensack Meridian Health JFK Medical Center for clinical training and instructional purposes in connection with the Paramedic Science program.

To approve an Educational Sponsorship and Clinical Affiliation Agreement with RCBC/Virtua Health and University Hospital - EMS for clinical training and instructional purposes in connection with the Paramedic Science program.

To approve a grant contract between the NJ Department of Labor and Workforce Development and Rowan College at Burlington County to provide employment opportunities for women and minority groups residing in New Jersey with pre-apprenticeship training, workforce readiness/employability, and a structured work experience for entry-level skills in the construction trades.

To approve a Clinical Education Affiliation Agreement with Deborah Heart and Lung Center for clinical training for RCBC's Phlebotomy students for a period of one year.

FOR RATIFICATION:

To ratify a contract amendment between Rowan College at Burlington County and Software House International, located at 2 Riverview Drive, Somerset, NJ, 08873, to add a second Microsoft Tenant Portal, in order to successfully transfer Microsoft 365 A3, for our students use from our current rcbc.edu domain over to our mymail.rcbc.edu student domain, at no additional cost.

To ratify an agreement between Rowan College at Burlington County and Party Pros East Coast, located at P.O. Box 60309, King of Prussia, PA, 19406, for a Student Success Event on Tuesday, April, 14, 2020, in the amount of \$1,250.00.

To ratify an agreement for Professional Services between Rowan College at Burlington County and Cynthia Williams, located at 140 Mount Hermon Way, Ocean Grove, New Jersey, 07756, for an external consultant's report for the ASL/Deaf Studies Program, for the term March 12, 2020 through April 23, 2020, in the amount of \$1,000.00.

To ratify an amendment for a License Agreement between Rowan College at Burlington County and Campus Labs, Inc., located at 298 Main Street, Suite 600, Buffalo, NY, 14202, to renew the Engage with Modules Programs, used by RCBC Student Life effective March 9, 2020 through March 8, 2021, in the amount of \$19,000.00.

To ratify an agreement for Professional Services between Rowan College at Burlington County and Eileen Forestal located at 140 Mt. Hermon Way, Ocean Grove, NJ, 07756, as a Consultant for the American Sign Language Program Review on March 26, 2020, for the Compliance, Assessment and Research Department, in the amount of \$1,000.00.

To ratify an agreement for Professional Services between Rowan College at Burlington County and Paul Runyon located at 814 N. 27th Street, Philadelphia, PA, 19130, as a Consultant for the Photography (AFA.PHO) Program Review on April 6, 2020 in an amount of \$2,000.00.

*******CERTIFICATION OF THE SECRETARY*******

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, March 31, 2020** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
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 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
March 31, 2020**

RESOLUTION #2020-091-03

**THE BOARD OF TRUSTEES ACKNOWLEDGES RECEIPT AND AUTHORIZES THE
FILING WITH THE STATE OF THE ANNUAL FINANCIAL AUDIT OF THE
COLLEGE FOR FISCAL YEAR 2019**

WHEREAS, the College's Auditor of Record, Bowman & Company LLP, has prepared an audit for the Board of Trustees from July 1, 2018 to June 30, 2019; and

WHEREAS, the audit received an unmodified opinion; and

WHEREAS, the audit was reviewed and discussed with the College's acting president and administration, as well as the Board's Finance Committee; and

WHEREAS, Mr. Robert Nehila of the firm of Bowman & Company LLP was present at the Board's Finance Committee meeting on March 24, 2020 to provide a brief presentation and answer questions of the Board members concerning the audit and recommendations; and

NOW THEREFORE, be it resolved by the Trustees of the College now assembled in public session this 31st day of March 2020, approve and accept the fiscal year 2019 audit.

*******CERTIFICATION OF THE SECRETARY*******

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, March 31, 2020** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

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 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
March 31, 2020**

RESOLUTION #2020-091-04

**TO APPROVE THE ADOPTION OF THE OPERATING BUDGET
AND INCREASE IN TUITION AND FEES FOR FISCAL YEAR 2021**

WHEREAS, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) has determined it is necessary to adopt the operating budget for fiscal year 2021; and

WHEREAS, the College must maintain a balanced budget; and

WHEREAS, the College has demonstrated a need to raise tuition and fees; and

WHEREAS, the Board of Trustees has the power to fix and determine tuition rates and fees to be paid by students in accordance with P.L. 1982 c.189 (C.18A:64A-12.h.); and

WHEREAS, the Board of Trustees has determined that the amount necessary for the Operating Budget is \$48,470,997; and

WHEREAS, the Board of Trustees is required to submit an operating budget to the Burlington County Board of School Estimate;

NOW, THEREFORE BE IT RESOLVED, that the Board of Trustees, now assembled in public session this 31st day of March 2020, hereby approves the submission to the Burlington County Board of School Estimate of an Operating Budget in the amount of \$48,470,997 and approves to raise tuition \$2 per credit for all in-county students, and \$3 per credit for all other students, effective for the academic year 2020/2021. The various fees will increase by an aggregate amount of \$10 per credit for all students effective for the academic year 2020/2021 to support ongoing program development, technological enhancements, capital projects, facility improvements, preventative maintenance, and campus security needs.

*******CERTIFICATION OF THE SECRETARY*******

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 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
March 31, 2020**

RESOLUTION #2020-091-05

**APPROVAL OF THE CAPITAL CONSTRUCTION PROJECT LIST FOR CHAPTER 12
FUNDING FOR FISCAL YEAR 2021 IN AN AMOUNT NOT TO EXCEED \$5,450,000.00**

WHEREAS, the Board of Trustees has determined it is necessary to adopt a Capital Construction project plan, for Chapter 12 funding for fiscal year 2021, for use in fiscal year 2021 and beyond; and

WHEREAS, the Board of Trustees has determined that the amount necessary for the Capital Construction needs (list provided below) is not to exceed \$5,450,000.00; and

WHEREAS, the Board of Trustees has determined, as a component of the Capital Construction request, that the amount necessary for Chapter 12 funding for fiscal year 2021 is not to exceed \$5,450,000.00 with the State Chapter 12 funds providing \$2,725,000.00 and Burlington County providing a matching amount; and

WHEREAS, the Board of Trustees also understands that the College will be required to pay debt services to the County for the matching portion of the bond based on an amortization schedule that is established by the County and provide to the College;

NOW, THEREFORE, be it resolved by the Board of Trustees, now assembled in public session this 31st day of March 2020, hereby approves the submission to the Burlington County Board of Chosen Freeholders, a Capital Construction, including Chapter 12, request in an amount not to exceed \$5,450,000.00 to be bonded by the County prior to June 30, 2021.

CAPITAL CONSTRUCTION INCLUDING CHAPTER 12 FOR FISCAL YEAR 2021

	Project	Amount of Bonds
1.	Campus Improvements (including, but not limited to construction, renovations, deferred maintenance issues, etc.)	\$5,450,000.00
TOTALS:		\$5,450,000.00

*******CERTIFICATION OF THE SECRETARY*******

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 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

B. Personnel Committee: Chair George Nyikita reported in Committee Chair Kevin Brown's absence:

Chair Nyikita announced that the Personnel Committee met on Wed., March 25, 2020, and the Committee discussed various personnel items. The Chair invited Mr. Czerniecki to address the College's hiring freeze. The College is tightening its belts in all respects and we are preserving resources as closely as we can with so many unknowns. Any requests will go through an extreme amount of scrutiny by the President, Chair and Committee Chair Kevin Brown, and only mission critical positions will be filled. Right now, everyone that was on payroll two weeks ago, is on payroll today. We will do our best to keep people working at home. We need to be flexible as things come, and also responsible.

This concluded the Personnel Committee Report and Chair Nyikita proceeded with a review of Tabs 6 and 7 for the Board's consideration:

Personnel Committee Action (Resolution(s) for Approval)

Tab #6: Resolution #2020-091-06, A Resolution approving personnel actions for Rowan College at Burlington County.

Tab #7: Resolution #2020-091-07, A Resolution approving the President's recommendation to award promotion to certain faculty.

Chair Nyikita requested a motion to move Tabs 6 and 7, as recommended by the Personnel Committee. With a motion by Trustee Gino Pasqualone and a second by Trustee James Kerfoot, the Board approved Resolutions 6 and 7 with all in favor and none opposed. There were no questions.

This concluded the Personnel Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
March 31, 2020**

RESOLUTION #2020-091-06

**RESOLUTION FOR PERSONNEL ACTIONS FOR
ROWAN COLLEGE at BURLINGTON COUNTY**

WHEREAS, Rowan College at Burlington County has identified the need for additions, modifications and separation of employment of certain positions; and

WHEREAS, the following were determined to meet the qualifications that best meet the needs of the college in the designated departments for the following vacancies, namely;

Ryan Juengert as PT Public Safety Officer at \$14/hour;
Tyler Kokotajlo as PT Public Safety Officer at \$14/hour;
Abdussamad Gregory as PT Technical Support Assistant at \$12/hour;
Jason Fox as Assistant Lead Grounds at \$35,500;
Ryan McCormick as Grounds Maintenance Assistant at \$28,436;
Joan Davis as PT ESL Advisor at \$20/hour;
Juliana Menezes-Moore as PT ESL Advisor at \$20/hour;
Richard Bendel as EMT Coordinator at \$60,000;
Matthew Powell as Adjunct & Academic Coordinator at \$49,000; and

WHEREAS, the following internal individuals were found to meet the qualifications that best meet the needs of the college in the designated departments, namely;

Carlos Leon as Part Time to Full Time Custodian in Facilities; and

Salary Adjustments

None; and

WHEREAS, the following were determined to meet the qualifications that best meet the needs of the college in the designated academic areas for the following adjunct and part-time trainer listings, namely;

Adjuncts, STEM;

None; and

Adjuncts, Liberal Arts;

None; and

Adjuncts, Nursing and Health Sciences;

Ball, Robert; Davis, Laurie; and

Part-Time Trainers;

Beibel, Edward; and

EMT Trainers/EMT Aides;

None; and

WHEREAS, the President recommended to the Personnel Committee who subsequently is recommending to the full Board, the separation of employment of employees, namely;

Dorothea Miles, PT Temporary Bookkeeper, Accounting;
Jesus Terson, Public Safety Officer, Public Safety;
Laura Ritt, Assistant Professor, STEM;
Lisa Colclough, Program Delivery Specialist, WDI;
Janise Rose, PT RSVP Coordinator, RSVP;
Neil Hourahan, Assistant Baseball Coach, Athletics; and

WHEREAS, the President recommended to the Personnel Committee who subsequently is recommending to the Board of Trustees, the approval and ratification of the following leave of absences, namely;

Courtney Dyott, DMS/Health Sciences, Intermittent Paid LOA;
Celia Morgan, EMSS, Paid LOA;
Carriss Reiser, WDI, extension of Unpaid LOA;
Robert Stokes, Facilities, Paid LOA; and

WHEREAS, the Board of Trustees has the authority to appoint or modify said full time vacancies and positions and to determine issues of lawful and appropriate compensation and applicable related employee benefits for a full-time employees and/or separate said employees;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees, now assembled in public session this 31st day of March 2020, hereby approves the above stated personnel actions for Rowan College at Burlington County.

*******CERTIFICATION OF THE SECRETARY*******

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, March 31, 2020** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								11

Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent;
 Nvt=Not Voting

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
March 31, 2020**

RESOLUTION #2020-091-07

**APPROVAL OF PRESIDENT'S RECOMMENDATION TO
AWARD PROMOTION TO CERTAIN FACULTY**

WHEREAS, certain faculty members are eligible for promotion; and

WHEREAS, certain faculty members have prepared and submitted for review appropriate application for promotion to the rank of Assistant Professor; and

WHEREAS, eligible faculty members prepared promotion review files, which included their entire record of service and employment at the College, which were evaluated by their respective Divisional Dean; and

WHEREAS, in accordance with Board Policy 126, *Promotion Review for Faculty Holding Academic Rank*, the Promotion Review Board reviewed carefully the Deans' recommendations, as well as the evidence and information presented in each promotion review file; and

WHEREAS, in carrying out its responsibilities, the Promotion Review Board was governed by Board Policy 126, which states in relevant parts that:

Promotion in academic rank is awarded by the Board of Trustees based upon an affirmative recommendation by the President that an applicant for promotion is qualified and that his or her record of employment in academic rank at Rowan College at Burlington County evidences demonstrable proof of excellence in teaching and effective student learning, scholarly achievement, professional accomplishment, and distinguished service to the College and the community, and

The qualifications and criteria for advancement in academic rank are addressed below.

Assistant Professor: An earned Master's degree from an accredited institution in an appropriate field of study is required; an earned doctorate or other appropriate terminal degree is highly desirable. Demonstrable evidence of excellence in teaching and effective student learning, scholarly achievement, and the ability to make and achieve positive professional accomplishments and render high quality service to the College and community, are the expectations and criteria for promotion to this rank.

WHEREAS, the Promotion Review Board finds that the evidence and information presented and considered in the applications for promotion to the rank of Assistant Professor and record of employment are consistent with the criteria expressed in Board Policy 126, and has, subsequently, recommended to the President the promotion to the rank of Assistant Professor for the following faculty members:

- Lisa Parker and
- Anne Tokazewski; and

WHEREAS, the President of Rowan College at Burlington County (hereinafter referred to as President) has reviewed carefully the recommendations of the Deans and Promotion Review Board for the promotion of the above listed faculty members to the rank of Assistant Professor, commencing in the academic year 2020-2021, in light of all appropriate institutional needs, policies, criteria and requirements; and,

WHEREAS, the President, in exercise of his best professional judgment, has determined that the promotion of the above-listed faculty members effectively serves the mission and goals of the College and is consistent with all appropriate institutional needs, policies, criteria and requirements; and

WHEREAS, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) has received a recommendation from the President to promote the above-listed faculty members to the rank of Assistant Professor;

NOW, THEREFORE, be it resolved that the Board of Trustees, now assembled in public session this 31st day of March 2020, hereby accepts the recommendation of the President to promote said faculty members to the rank of Assistant Professor; and

BE IT FURTHER RESOLVED, that the Board of Trustees approves the promotion to the rank of Assistant Professor to:

- Lisa Parker and
- Anne Tokazewski

*******CERTIFICATION OF THE SECRETARY*******

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, March 31, 2020** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								11

Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent;
 Nvt=Not Voting

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

C. Academic Committee: Chair George Nyikita reported in Committee Chair Jamie Martin's absence:

Chair Nyikita announced that the Academic Committee met on Tues., March 24, 2020, and the Committee discussed a variety of items to include full compliance with the Middle States Commission. The Chair gave accolades to Dr. Rudman and her team on accomplishing this, and he thanked the Trustees who met with the Visiting Team.

Academic Committee Action (Resolution(s) for Approval)

Tab #8: Resolution #2020-091-08, A Resolution approving payment of Virtua invoices in accordance with terms of agreement between Virtua Health, Inc. and Rowan College at Burlington County for clinical placement services in an amount not to exceed \$250,000.00 for fiscal year 2020.

Tab #9: Resolution #2020-091-09, A Resolution approving the award of a contract to Bordentown Driver Training School d/b/a Smith and Solomon commercial driver training school to provide professional instructional services in an amount not to exceed \$72,000.00.

Tab #10: Resolution #2020-091-10, A Resolution for approval to amend and accept the fiscal year 2020 Carl D. Perkins Postsecondary Federal/State Vocational Formula Grant from the New Jersey Department of Education, in the amount of \$502,029.00 (FY2020 Amended Items)

Chair Nyikita requested a motion to move Tabs 8 through 10, as recommended by the Academic Committee. With a motion by Trustee Renee Liciaga and a second by Trustee Mickey Quinn, the Board approved Resolutions 8 through 10 with all in favor and none opposed.

The Chair invited questions. Trustee Liciaga asked if Tab 9 is for Workforce Development. Ms. Anna Payanzo Cotton, Vice President of Workforce Development and Lifelong Learning, responded and she indicated it is a project we have with Amazon and part of their Career Choice Training Program. We are partnering with Smith and Solomon and with the Burlington County Institute of Technology (BCIT) on CDL training. Their capacity is somewhat limited, so this is to allow us to expand and meet the needs of Amazon employees, who are actually transitioning out of their workforce.

There were no further questions and this concluded the Academic Committee Report.

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
March 31, 2020**

RESOLUTION 2020-091-08

**APPROVAL OF PAYMENT OF VIRTUA INVOICES IN ACCORDANCE WITH
TERMS OF AGREEMENT BETWEEN VIRTUA HEALTH, INC. AND ROWAN
COLLEGE AT BURLINGTON COUNTY FOR CLINICAL PLACEMENT SERVICES
IN AN AMOUNT NOT TO EXCEED \$250,000.00 FOR FISCAL YEAR 2020**

WHEREAS, Rowan College at Burlington County (the “College”) entered into an agreement (the “Agreement”) with Virtua Health, Inc. (“Virtua”) dated July 1, 2017 for a three-year term, ending on June 30, 2020, for clinical placement services; and

WHEREAS, these clinical placement services include clinical rotations, clinical placements and internships where students gain practical, supervised, hands-on clinical training during a fixed duration of no more than 15 weeks; and

WHEREAS, in addition to Virtua, the College desires to continue and develop collaborative relationships with regional health care providers for purposes of maintaining Clinical Placements at the providers’ clinical facilities (“Clinical Sites”); and

WHEREAS, the Agreement, Section 4.1 indicates the College shall pay Virtua the following fees:

- 4.1.1 Annual Management Fee of \$50,000 per annum, payable semi-annually;
- 4.1.2 \$200 per student Clinical Fee (421 students in Fall 2019 and 422 students in Spring 2020) for clinical rotations per semester;
- 4.1.3 Annual Clinical Site Fee (10 sites) of \$1,500 per Clinical Site per semester (not charged for Virtua facilities);

NOW, THEREFORE, be it resolved by the Board of Trustees of the College, now assembled in public session this 31st day of March 2020, to approve payment of the above fees in conjunction with clinical placement services and sites in an amount not to exceed \$250,000.00 for Fiscal Year 2020.

*******CERTIFICATE OF AVAILABILTY OF FUNDS*******

I, Thomas Czerniecki, Senior Vice President of Administration & Operations, do hereby certify that adequate funds are available in the Fiscal Year 2020 Operating budget to pay for the contract between Rowan College at Burlington County and **Virtua Health, Inc.**

The money necessary to fund said contract is not to exceed \$250,000.00. The contract is subject to the availability of funds and upon approval of the contract, the funds will be charged to the following budget line item appropriation:

1-24410-9701 (Nursing and Allied Health, Contracted Services)

Thomas Czerniecki
Senior Vice President of Administration & Operations

*******CERTIFICATION OF THE SECRETARY*******

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, March 31, 2020** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
4 Renee Liciaga								4
5 Jamie Martin								5
6 Daryl Minus-Vincent								6
7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								11

Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent;
 Nvt=Not Voting

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
March 31, 2020**

RESOLUTION #2020-091-09

**APPROVING THE AWARD OF A CONTRACT TO BORDENTOWN DRIVER
TRAINING SCHOOL D/B/A SMITH AND SOLOMON COMMERCIAL DRIVER
TRAINING SCHOOL TO PROVIDE PROFESSIONAL INSTRUCTIONAL SERVICES
IN AN AMOUNT NOT TO EXCEED \$72,000.00**

WHEREAS, the College has a need for contracted services for the provision of curriculum, instructor and instructional materials, equipment and vehicles to fulfill the needs of students enrolled in Commercial Driving License A training.

WHEREAS, the students are vetted and determined eligible for funding, RCBC receives the funding, who in turn reimburses **Bordentown Driver Training School d/b/a Smith and Solomon Commercial Driver Training School** for services rendered minus a per-student fee earned by RCBC. **Bordentown Driver Training School d/b/a Smith and Solomon Commercial Driver Training School** develops/maintains curriculum, supplies instructional materials and provides instructors, equipment and vehicles. RCBC markets the program, manages enrollment, invoicing and provides classroom space. Classes will not run, and no expense will be sustained by RCBC, if the minimum required enrollment in this class is not achieved.

WHEREAS, this will be a Business Entity Disclosure contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 and the Purchasing Agent has determined and certified in writing that the value of this contract may exceed \$17,500.00; and

WHEREAS, **Bordentown Driver Training School d/b/a Smith and Solomon Commercial Driver Training School** has completed and submitted a Business Entity Disclosure Certification which certifies that: **Bordentown Driver Training School d/b/a Smith and Solomon Commercial Driver Training School** has not made any reportable contributions to a political or candidate committee in the County of Burlington in the previous one year, and that the contract will prohibit from making any reportable contributions through the term of the contract; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq., Chapter 271 P.L. 2005 (Adopted January 5, 2006) N.J.S.A. 19:44A-20.26 and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(15), it appears in the best interest of the College to award a contract to **Bordentown Driver Training School d/b/a Smith and Solomon Commercial Driver Training School**, 402 Rising Sun Road, Bordentown, NJ 08505; and

WHEREAS, in accordance with P.L. 2004, Chapter 19 (as amended by P.L. 2005, c51) N.J.S.A. 19:44A-20.4 et seq., Chapter 271 P.L. 2005 (Adopted January 5, 2006) N.J.S.A. 19:44A-20.26 and P.L. 1982 c.189 N.J.S.A. 18A:64A-25.5(15), the President recommends the award of this

contract to the following vendor: **Bordentown Driver Training School d/b/a Smith and Solomon Commercial Driver Training School.**

NOW THEREFORE, BE IT RESOLVED, by the Trustees of the College now assembled in public session this 31st day of March 2020, that a contract be awarded to **Bordentown Driver Training School d/b/a Smith and Solomon Commercial Driver Training School** in an amount not to exceed \$72,000.00; and

BE IT FURTHER RESOLVED, that the Business Entity Disclosure Certification, Chapter 271 Political Contribution Disclosure Form, Political Contribution Disclosure and the Determination of Value be placed on file with this resolution.

*******CERTIFICATE OF AVAILABILTY OF FUNDS*******

I, Thomas Czerniecki, Senior Vice President of Administration & Operations, do hereby certify that adequate funds are available in the Fiscal Year 2019 Auxiliary budget to pay for the contract between Rowan College at Burlington County and **Bordentown Driver Training School d/b/a Smith and Solomon Commercial Driver Training School.**

The money necessary to fund said contract is \$72,000.00. The contract is subject to the availability of funds and upon approval of the contract, the funds will be charged to the following budget line item appropriation:

2-85104-9702 (Professional Development, Professional Fees)

Thomas Czerniecki
Senior Vice President of Administration & Operations

*******CERTIFICATION OF THE SECRETARY*******

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, March 31, 2020** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
2 Kevin Brown								2
3 James Kerfoot, Vice Chair								3
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5 Jamie Martin								5
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7 Dorion Morgan								7
8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								11
Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent; Nvt=Not Voting								

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

**ROWAN COLLEGE at BURLINGTON COUNTY
BOARD OF TRUSTEES MEETING
March 31, 2020**

RESOLUTION #2020-091-10

**APPROVAL TO AMEND AND ACCEPT THE FISCAL YEAR 2020 CARL D. PERKINS
POSTSECONDARY FEDERAL/STATE VOCATIONAL FORMULA GRANT FROM
THE NEW JERSEY DEPARTMENT OF EDUCATION,
IN THE AMOUNT OF \$502,029.00**

WHEREAS, the Board of Trustees of Rowan College at Burlington County (hereinafter referred to as Board of Trustees) received notification from the New Jersey Department of Education (NJDOE), Office of Career and Technical Education, that it is eligible for funding in the amount of \$502,029.00 for fiscal year 2020; and

WHEREAS, Rowan College at Burlington County believes there is a need for funding to improve academic career and technical education programs; and

WHEREAS, fiscal year 2020 Perkins grant resources will be used to improve teaching and instruction of College career and technical education programs in the Liberal Arts and Science, Technology, Engineering, and Mathematics Divisions and student services. Perkins funding will also be used for allowable activities related to career services, tutoring, student success, professional development and institutional research; and

WHEREAS, to facilitate student instruction, using relevant, up-to-date programming that meets business and industry standards, fiscal year 2020 Perkins grant expenditures will focus on the purchase of equipment, instructional salaries, materials and supplies for academic programs such as: Health Information Technology, Geospatial, Human Services, Electronic Engineering Technology, Mechanical Engineering Technology, Nursing, Biotechnology, Diagnostic Medical Sonography, Culinary Arts, Radiography, Dental Hygiene, Paramedic Science, Fashion Design, Cybersecurity, Photography, and Criminal Justice. The type of instructional equipment, materials and supplies that may be purchased includes industry-required equipment, laboratory supplies, print and database resources, instructional software and computers; and

WHEREAS, Rowan College at Burlington County agrees to develop the Fiscal Year 2020 Postsecondary Federal/State Vocational Fiscal Year 2020 One-Year Spending Plan in accordance with the Fiscal Year 2020 Carl D. Perkins Grant Guidelines, and all other appropriate state and federal rules and regulations; and

WHEREAS, submission of the One-Year Spending Plan to the NJDOE, Office of Career and Technical Education, and approval by the Board of Trustees are required for funding approval;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees, assembled in public session this 31st day of March, 2020 hereby authorizes the College to amend and to accept the Carl D. Perkins Fiscal Year 2020 funding amount of \$502,029.00.

*******CERTIFICATION OF THE SECRETARY*******

IT IS HEREBY CERTIFIED that the foregoing Resolution was duly adopted by the Rowan College at Burlington County, by the vote below indicated, at the **Board Meeting held on Tuesday, March 31, 2020** on the Mount Laurel Campus, Student Success Center, Mount Laurel, New Jersey.

Trustee	Mtn	Snd	Aye	Nay	Abn	Abs	Nvt	
Voice Vote								
Roll Call								
1 James C. Anderson, Jr.								1
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8 George Nyikita, Chair								8
9 Gino Pasqualone								9
10 Mickey Quinn								10
11 Vacant								11

Legend: Mtn = Motion; Snd =Second; Aye= Aye; Nay= Nay; Abn=Abstain; Abs=Absent;
 Nvt=Not Voting

 George Nyikita
 Chairperson

 Dr. Michael A. Cioce
 Board Secretary

COMMENTS FROM THE PUBLIC

Chair Nyikita invited comments from the public and there were none. There were no questions submitted in advance to the President by email and no participation virtually.

COMMENTS FROM THE BOARD

Chair Nyikita invited comments from the Board of Trustees. Dr. James Kerfoot, Vice Chair and Trustee, congratulated the two new Assistant Professors, Lisa Parker and Anne Tokazewki. President Cioce added that Dr. Spang and a committee reviewed promotions and tenure packets. Both employees who were selected this year, Ms. Parker and Ms. Tokazewski, have been dedicated and consistent providers to the College.

Also, Trustee Jim Anderson thanked everyone involved in putting together the Webex meetings. Dr. Cioce thanked everyone for their flexibility.

Mr. Czerniecki pointed out the very important, special and unique role our custodial staff has played, and continue to play at the College. There are still meetings taking place. He acknowledged Mr. Matthew Farr, Chief Operations Officer, and the Public Safety group for the leadership they have exerted in securing everyone. This is above and beyond what we normally experience and they really stepped up. Also, the Technology staff getting everyone a laptop and refurbishing those laptops. These groups have to interact with people physically as well and Mr. Czerniecki is so proud of all of them.

OTHER BUSINESS

There was no other business.

ADJOURNMENT OF PUBLIC SESSION

Chair Nyikita called for a motion to adjourn the Public Session. There was no need for an Executive Session. With no further business, Trustee James Kerfoot made the motion, second by Trustee Jim Anderson, and by unanimous vote in favor the Board of Trustees' Meeting adjourned at 6:20 P.M.

Respectfully submitted,

Dr. Michael A. Cioce
Board Secretary

MAC:imd